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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Logistics

DATE: 16 June 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:a. Supply Training: (continued item)

The applications of four persons in Supply Division have been submitted to the OL Training Officer for possible selection to the two new courses in Effective Writing beginning 21 and 23 June respectively.

2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecasts: (continued item)

The proposed revision of instructions for forecasting materiel requirements [REDACTED] is now being reproduced and will be sent to the forecasting echelons this week for formal coordination. Informal coordination has been effected with the Office of Communications, Medical Office, and TSS. Formal concurrence of the latter staffs will be obtained concurrently with that of the forecasting echelons.

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b. Supply Regulations: (continued item)

(1) [REDACTED] Work on the final chapter (24) of this proposed publication was completed and turned over to Regulations Control Staff on 9 June 1955. Information was received that this proposed publication was forwarded by RCS to the Deputy Director (Support) for authentication on 13 June 1955.

(2) [REDACTED] A follow-up on this proposed publication was made on 13 June 1955 and word received from the element responsible for coordinating publications in DD/P that this handbook was submitted on 10 June 1955 to the Deputy Director (Plans) with recommendation for authentication.

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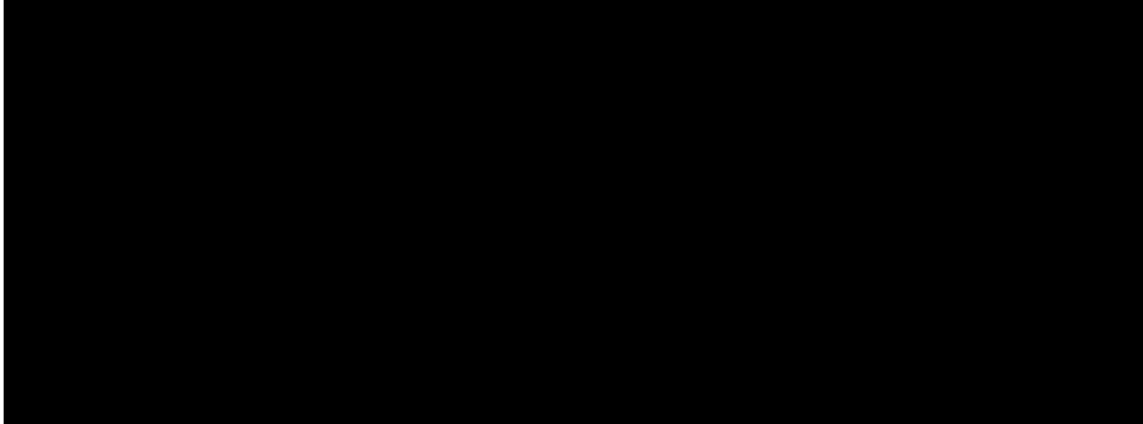
(3) [REDACTED] A change to this regulation has been drafted and forwarded to other Supply Division elements for comment. This proposed change will authorize disposal action by the

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b. Safe Files: (continued item)

(1) The current status of safe files is: 16 on hand, 182 due out. The 200 safe files received on P.O. 55-3143 have not yet been accepted.

(2) Representatives of Procurement Division, Supply Division, the GSA Inspector, and the GSA Contracting Officer inspected eight of the safe files on 8 June 1955. No formal inspection report has been received from GSA to date. The general opinion was that the safe files could be made acceptable if some minor repairs and adjustments were made by the manufacturer, however no definite decision was made pending further inspection of safes at the [redacted] Depot.

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(3) Representatives of the Herring-Hall Marvin Safe File Co., GSA, Procurement Division, and Supply Division met at [redacted] Depot on 14 June 1955 for the purpose of inspecting the above safes. Safe files do not meet the specifications for final approval and acceptance for the following reasons:

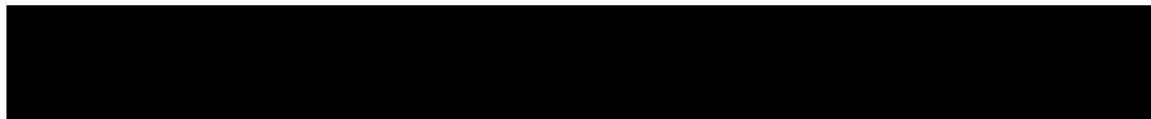
(a) Defective locks.

(b) After the drawers are filled and extended, they drop, thus making them almost impossible to close.

(4) On Wednesday, 15 June 1955, two mechanics from Herring-Hall will attempt to make the major modifications and minor adjustments on these safe files, after which another inspection will be made to determine if the safe files are acceptable.

c. Surplus Property: (continued item)

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25X1A d. Consolidated Memorandum Receipts on Detached Stations: (continued item)
CMRs for [REDACTED] comprising 18, 68, and 29 line items respectively, were prepared and dispatched to the field.

25X1A e. Distribution of Alphabetical Listings: (continued item)
Alphabetical listings of Agency Supply Catalogs have been forwarded via dispatch to six field accountable installations, leaving a remaining total of seven to be forwarded to field stations.

25X1A f. [REDACTED] Developments: (continued item)
(1) Various phases of administration are progressing within the Contract organization which indicates that items of major importance such as security, emergency plan, badges and identification, visitors control, and personnel will be adequate when the changeover takes place on 1 July. A meeting was held this week with representatives of [REDACTED] the Contractor, and the OL representative at which these matters were discussed.
(2) The marking of property continues, with that of the Packaging Contract having been completed and that of the R&D group in process.
(3) Items used in testing by the former Contractor's research group have been inventoried and placed in storage.. These items will be issued for the remainder of the month only on an "immediate need" basis.
(4) Clarification has been requested by the Security Officer for approval or otherwise to let the new Contractor utilize personnel. with only a secret clearance on the research work for headquarters.
(5) All materials for the [REDACTED] Project have been assembled and are in the process of being packed. It is felt that the deadline of 3 July will be met unless there are some unforeseen developments in connection with the transportation of these items overseas. Transportation has made all the necessary scheduling and it will be necessary that these items be delivered to the Aerial Port of Embarkation not later than 24 June to meet the above deadline.

STATINTL g. Increased Utilization, [REDACTED] Depot: (reopened and continued item)
For the period 1 May to 10 June 1955, the Special Procurement Activity of the [REDACTED] Depot has processed requisitions totalling \$77,000.00 [REDACTED]

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h. Station Codes: (new and continued item)

A representative of Supply Division attended a meeting on 8 June 1955 with representatives of the Budget Division, Office of Comptroller, and of FE/Logistics, DD/P, regarding Station Codes. It was suggested at this meeting that a system be devised to identify separate activities in the same geographical area, in order that the station location code could be used for determining the actual shipping address for shipments and as a means of charging property to the proper receiving activity. The Budget Division representative will devise a new system or add to the present one. Coordination with Supply Division will be accomplished prior to publication of the next Station Code List, which is due before the end of this fiscal year.

i. Cost Accounting Reports Prepared by Finance Division: (new and continued item)

- (1) A representative of Supply Division attended a meeting with representatives of Finance Division, Technical Accounting Staff, and Machine Records Division of the Office of the Comptroller on Friday, 10 June 1955, to discuss the cost accounting reports prepared by Finance Division.
- (2) In order that cost reports can be better utilized by operating elements, in particular the Budget and Fiscal Officers, it has been determined that a fiscal year indicator must be included with the cost account symbol. This additional code will enable the Finance and Machine Records Divisions to prepare a cost report with a breakdown of cost by fiscal year as well as total costs. Machine Records Division and Supply Operations Branch have coordinated on a selection of a specific field or card column to insert the fiscal year indicator, and as of 1 July all documents processed to Machine Records which will be reflected in the cost reports will include the year indicator as a single digit.

j. Packing of Special Item: (new and completed item)

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At the request of TSS, a representative of this Division supervised the packing of an extremely sensitive item at [REDACTED]. It was necessary to take a packer from the [REDACTED] Depot, together with all the necessary packing materials to this location, as it was impossible to transport the items over the highway without packing.

k. Drawings of Quarters Eye (Supply Division Portion): (new and completed item)

Detailed drawings were prepared for the area in Quarters Eye that Supply Division is to occupy when TSS evacuates the area. These plans

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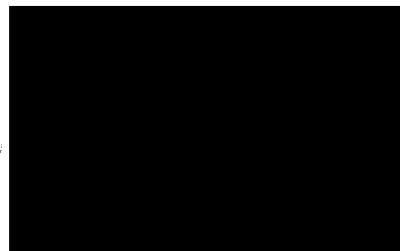
were submitted to the Office of Logistics as of 13 June. All necessary changes in the phone system and moving of instruments, etc. were discussed with representative of the Telephone Section and final plans and orders were furnished that Section as of 13 June.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of the Division's objectives was reported to the Assistant Director of Logistics on 15 April 1955.



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OL/SD/TJD:dmg (16 June 1955)

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